



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

**STAFF SERVICES ANALYST or
ASSOCIATE GOVERNMENTAL PROGRAM ANALYST
\$2,724 - \$4,300 (SSA) or \$4,255 - \$5,172 (AGPA)
PROJECT COORDINATION AND ADMINISTRATION SUPPORT BUREAU
SACRAMENTO**

RESPONSIBILITIES: Under the general supervision of the Bureau Chief, this position provides analytical support for the administrative functions of the Division. The incumbent is responsible for validating that all purchases by the Division (ITD) are properly recorded in CALSTARS resolving identified incorrect recording of expenditures and providing regular reports to the Bureau Chiefs and the Chief Information Officer. The incumbent provides assistance in the areas of personnel actions, travel claims, budgets and expenditure analysis. Experience in developing budgets and schedules are desirable. Strong analytical, computer and writing skills are desirable. The incumbent will serve as the central control point for ITD related to processing request for personnel action; and, this position will coordinate all training requests and monitor the training expenses. This position may be downgraded for recruitment purposes.

DESIRABLE QUALIFICATIONS:

- Excellent analytical, writing and math skills
- Good judgment
- Ability to easily adapt to change and to act effectively under pressure
- Ability to gain and maintain cooperative working relationships at all levels
- Excellent skills in Word, Excel and Visio
- Professional, patient, flexible, tactful, reliable, dependable and a good sense of humor

WHO MAY APPLY: Applications will be accepted from current State employees at the Associate Governmental Program level, those within transfer range, or those with list eligibility. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. Surplus candidates must attach a copy of their letter. ***All applicants must clearly indicate the basis of their eligibility (i.e., SROA, surplus, reemployment, reinstatement, transfer, list eligibility or Training and Development Assignment) on the state application.***

APPLICATION PROCEDURE: Send a completed standard State of California application to Pat Berry, Department of Insurance, Human Resources, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **Please indicate "Staff Services Analyst #106-5157-PCS" or "Associate Governmental Program Analyst, #106-5393-001" on the State application.** Applications received without the above information may not be considered for review. For additional information, please call (916) 492-3411.

FINAL FILING DATE: June 4, 2007 or Until Filled

NOTE: Interested individuals must submit applications in order to be considered for this position.

pb05/25/07

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN
ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.
